



## POSITION DESCRIPTION

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**CLASSIFICATION TITLE**    Program Manager

**WORK AREA**            Planning and Development, Natural Lands Program, Volunteer/Outreach Coordinator

**CLASS CODE**          4919/Exempt

**EFFECTIVE DATE:** October 1, 2001

**FUNCTION**            Develops, implements and monitors an active volunteer/outreach program to enhance the conservation, passive recreation and environmental education of the Natural Lands of Seminole County.

**EDUCATION AND EXPERIENCE**        A Bachelor's Degree in environmental education, environmental sciences, land management or closely related field and at least three years related experience in the above fields and/or volunteer program experience preferred.

### **SPECIAL REQUIREMENTS**

First Aid and CPR training will be required within 6 months of employment.

Strong knowledge of Central Florida ecosystems, ecology and conservation.

Working knowledge of interview techniques and conflict resolution.

Strong knowledge of volunteer program practices including recruitment, maintenance and recognition.

Excellent public relations skills and demonstrated excellence in written and verbal communications.

Good computer knowledge of Microsoft Word, Access and Excel. Tabletop publishing a plus.

Ability to assist land management staff with the development and execution of land management activities including fieldwork in Florida's variable climate.

Ability to establish and maintain good working relationships with supervisors, environmental specialist and volunteers required.

**ESSENTIAL FUNCTIONS**        Directs the development and implementation of the natural lands volunteer program to include program development, day-to-day operation, training, oversight and recognition of volunteers.

Cultivates strong partnerships with corporate entities, individuals and community organizations.

Recruits, screens and makes recommendations for the effective placement of volunteers.

Works with Natural lands staff to develop and conduct innovative outreach/educational programs and promotional materials.

Works directly with Natural Lands staff to develop volunteer opportunities related to land management, public access and environmental educational.

Participates in fieldwork with volunteers.

Coordinates regular volunteer meetings and newsletter publication.

Maintains thorough records of all volunteer activities and in-kind donations.

**WORKING CONDITIONS**        Requires both office and field work and may involve exposure to chemicals, dust, heat, insects, snakes and extreme weather. Some weekend and evening work required.